

CITY OF SUNNYVALE

Rev/Est		4/17/01	
Job Code	0203	Rep	MGNT
EEOC Category	Official and Administrator		

CITY CLERK**DEFINITION**

Under general direction of the Assistant City Manager, records and maintains the City Council's official actions, including ordinances and resolutions; is responsible for the management of official City documents and records; ensures that public information is accessible; acts as a liaison between the public and the Mayor and Council members; provides staff support to the City Council on administrative services; conducts City elections; assigns, directs and reviews the work of subordinate staff; and, performs related work as assigned. The City Clerk's statutory functions are determined by the Charter of the City of Sunnyvale and the Government Code.

DISTINGUISHING CHARACTERISTICS

The City Clerk is a single position classification responsible for managing programs and services in support of the City Council and other City boards and commissions. The incumbent serves as the administrative head of the Office of the City Clerk, overseeing official City records and the City's Records Management System and performs a broad variety of assignments having City wide impact. The incumbent has wide latitude in the exercise of independent judgment in order to complete assignments and projects associated with the administration of work performed in accordance with the City Charter and relevant ordinances and laws of the State of California.

TYPICAL DUTIES *(May include, but are not limited to, the following)*

- Plans, organizes, coordinates and directs the work of the Office of the City Clerk; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Clerk's office; prepares and administers program budgets.
- Coordinates functions of the Office of the City Clerk with the City Manager, City Attorney, City Council, City departments, other public and private entities and citizen groups; provides information and services as required; analyzes and enforces a wide variety of laws pertaining to public records and municipal elections.
- Attends all meetings of the City Council; records, maintains and disseminates all actions of the City Council including general minutes, ordinances, resolutions, correspondence and reports.
- Plans, organizes and directs the conduct of municipal elections; ensures the legality of the proceedings in accordance with state and local election laws; analyzes and enforces a wide variety of laws pertaining to municipal elections.
- Plans, organizes, assigns, directs, evaluates and reviews the work of assigned staff; trains assigned and other City staff as required.
- Plans, develops and implements a citywide document and records management program and systems for retrieval and the systematic retention, transfer, retirement

or disposal of records in all City departments; establishes and maintains records management procedures; analyzes and enforces a wide variety of laws pertaining to public records.

- Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements; maintains and updates conflict of interest code policy and procedures.
- Performs special studies and related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major coursework in Public Administration, Public Policy or a related field, and five years of increasingly responsible experience in a City or County Clerk's Office, including some experience related to the administration of elections and some supervisory experience. Certification as a Municipal Clerk, from the International Institute of Municipal Clerks, is preferred.

Other Requirements:

Maintenance of a valid California driver's license and satisfactory driving record is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Applicable laws, ordinances, and codes related to the work, including those related to election laws and procedures.
- Computer applications related to information storage and retrieval, document imaging, statistical analysis, and electronic document and records management.
- Principles and practices of supervision, training, and staff development.
- Structure and content of the English language including spelling, punctuation, grammar and rules of composition.

Skill in:

- Managing projects including effective strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Planning and organizing work; assigning, directing, reviewing and evaluating staff and activities.
- Analyzing and interpreting complex documents, administrative procedures and regulations, and legal requirements; evaluating alternatives and adopting effective solutions.
- Preparing clear, concise and complete documentation, agendas, minutes, reports and correspondence.
- Planning, organizing and coordinating municipal elections.
- Developing policies, procedures and internal controls.
- Planning and conducting training as necessary for assigned and other City staff.

- Preparing and presenting organized and accurate oral reports.

Ability to:

- Coordinate the City-wide agenda process.
- Exercise effective judgment within established guidelines.
- Communicate effectively with staff, elected officials, lobbyists, legislators, and other government officials; communicate technical information including complex rules, regulations, legislation, and laws in a manner that is appropriate for the intended audience.
- Understand questions and provide information and materials as required and in accordance with applicable laws.
- Travel to various locations within and outside the City of Sunnyvale in order to fulfill job responsibilities including the attendance at professional meetings, seminars, conferences and training activities.
- Make effective presentations using a variety of presentation techniques and methods.
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Apply mathematical reasoning and choose the appropriate mathematical or statistical technique to solve practical problems.
- Develop and administer program budgets.
- Establish and maintain effective working relationships with City departments, City Council, public and private entities, and the public.
- Willingness to work beyond normal business hours, including nights, weekends and holidays, as necessary.

Environmental and Physical Factors:

The work of this position is routinely performed in an office environment. Incumbents are required to use a multi-line telephone, computer, copy machine, fax machine, scanner and other business machines, including calculators. The position requires the incumbent to be seated for prolonged periods of time such as when attending City Council meetings and when entering and editing information in a computer system when performing agenda preparation and review. Repetitive hand movement and fine coordination are needed when using a computer keyboard. Near and far vision are required when using a computer and making presentations. The ability to lift items weighing up to 25 pounds, such as boxes of files and office equipment, is required. This position routinely communicates with City staff, elected officials, the public, private industries, consultants and other government agencies, both in person and over the phone, and takes minutes at Council meetings, all of which require acute hearing. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.